

(original not signed)

FROM : Chief, Finance Division and Chief, Special Funds
TO : Advisor for Management
THRU : Deputy Executive for Personnel and Administration
SUBJECT: Division of Unvouchered Functions and Responsibilities between
OSO and CIO Proper

In compliance with verbal directives relating to the above captioned subject, the undersigned hereby mutually agree to the following divisions of responsibilities and functions, and the performance of the activities necessary to accomplish such segregations.

1. Scope

All unvouchered financial activities, responsibilities and functions, except those pertaining directly to OSO will remain with the Finance Division.

2. Personnel

The personnel required by the Finance Division to perform its unvouchered activities will be recruited and no transfer of Special Funds personnel will be necessary. The Special Funds Section will detail to the Finance Division on a temporary part-time basis personnel to assist in established coordinated accounting records and systems.

3. Regulations

(a) The unvouchered activities of both Special Funds, OSO, and the Finance Division, P & A, shall be conducted under the provisions of the same general regulations and delegations of authority issued by the Director, CIO. Detailed instructions which are in conformance with such general regulations shall be issued by the Executive for P & A and the Assistant Director for OSO, respectively for the unvouchered financial operations conducted under their supervision.

(b) The Special Services Section, Finance Division, and Special Funds, OSO, shall coordinate unvouchered activities to the extent deemed mutually advantageous, and shall integrate internal procedures and regulations necessary for the maintenance of consistent and uniform policies with respect to the use of unvouchered monies. The Chief, Special Services Section, Finance Division, shall act as a Coordinating Agent between Special Funds and the Finance Division to accomplish these purposes.

4. Budget Allotments

Allotments to Special Funds, OSO, for unvouchered activities will be issued on an approved project basis as determined by the Project Review Committee. The overall budget requirements and necessary statistical information will be provided and coordinated with the Budget Officer through the facilities of Special Services Section, Finance Division.

5. Incomplete Transactions

The Special Funds Section, OSO, will service all unliquidated transactions on their books as of 30 June until such items are liquidated. However, in order that the Finance Division may have complete data for administrative purposes the Special Funds Section, OSO, shall furnish the Chief, Finance Division as of 1 July 1947, a list of all incomplete items, outstanding advances, pending transactions, status of approved projects and records of expenditures to date pertaining to all unvouchered activities of CIG except OSO.

6. Payroll Data

Complete data including personnel or payroll folders of all CIG personnel except OSO being paid from unvouchered funds, will be furnished to the Chief, Finance Division by the Chief, Special Funds, OSO. Related

information to be furnished shall include complete record of retirement deductions and status of deposits applicable thereto, leave balances and any other pertinent information which may be determined necessary to the satisfactory processing of covering payrolls. The Finance Division will assume the required payroll activities as of 29 June 1947 which is the beginning of a regular pay period.

7. Coordination

(a) The Chief, Special Services Section, will in cooperation with representatives of the Chief, Special Funds, OSO, review and discuss Special Funds accounting requirements, bookkeeping procedures, Certifying Officer and Agent-Cashier rules and such other detailed procedures or regulations as may be necessary to coordinate unvouchered activities for all of GIC including OSO insofar as practicable and possible.

(b) It is understood that the Chief, Special Funds, OSO, will continue to furnish to the Chief, Finance Division, (Agency Budget Officer) sufficient information pertaining to unvouchered transactions applicable to OSO activities as is necessary to coordinate and integrate the overall budgetary and finance requirements of the Group, including information which may be determined by the Director or other appropriate officials of this Agency to be furnished in response to the request of other government establishments or Members of Congress. This will include monthly reports on the status of Project Review Committee approved projects.

8. Effective date of Transfer

Except as otherwise indicated the transfers of functions, responsibilities, property, etc., shall take effect as of 1 July 1947.

25X1A9a

H. H. Saunders

Chief, Finance Division 29/09/08 : CIA-RDP81-00755R000100120006-5 Chief, Special Funds Section